



FIRST THINGS FIRST

The right system for bright futures

**Arizona Early Childhood Development and Health Board
4000 North Central, Suite 800
Phoenix, Arizona 85012**

**Quality First!
Coaching and Incentives**

**Request for Grant Application (RFGA)
FTF-STATE-09-QUAL-0002-00**

Deadline	Grant applications shall be submitted on or before 3:00pm (Arizona MST) on October 27, 2008 at First Things First, 4000 North Central Avenue, Suite 800, Phoenix, Arizona 85012.
Procurement Guidelines	<p>In accordance with A.R.S 41-2701, competitive sealed grant applications for the services specified within this document will be received by First Things First at the above specified location until the time and date cited. Grant applications received by the correct time and date will be opened and the name of each applicant will be publicly read.</p> <p>Grant applications must be in the actual possession of First Things First on or prior to the exact time and date indicated above. Telefaxed, electronic, or late grant applications <u>shall not be considered</u>.</p> <p>Grant applications must be submitted in a sealed envelope with the RFGA Number and the applicant's name and address clearly indicated on the envelope.</p> <p>All applications must be typewritten and a complete grant application returned along with the offer by the time and date cited above. Additional instructions for preparing a grant application are included within this document.</p> <p>Applicants are strongly encouraged to read the entire Request for Grant Application document carefully.</p> <p>It is the sole responsibility of applicants to check the First Things First website for any changes to this RFGA, http://azftf.gov.</p>
Pre-Application Conference	Prospective applicants are encouraged to attend a Pre-Application Conference on September 26, 2008 at 1:00pm – 3:00pm at First Things First, 4000 N. Central Ave., Ste. 800, 8 th floor Board Room in Phoenix, Arizona. The purpose of the meeting is to discuss and clarify this Request for Grant Application.
Special Accommodations	Persons with a disability may request reasonable accommodation such as a sign language interpreter by contacting the Grants and Contracts Procurement Specialist at grants@azftf.gov or via Fax (602) 265-0009. Requests should be made as early as possible to allow time to arrange the accommodation.
Contract Information	<p><u>Service</u>: First Things First Statewide Funding</p> <p><u>Contract Type</u>: Cost Reimbursement</p> <p><u>Contract Term</u>: The term of the contract shall commence on December 8, 2008 and shall remain in effect until June 30, 2009, unless terminated, cancelled or extended as otherwise provided herein.</p>
Contact Information	<p>Grants and Contracts Procurement Specialist</p> <p>First Things First</p> <p>Fax: (602) 265-0009</p> <p>Email: grants@azftf.gov</p>



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TO THE STATE OF ARIZONA, ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD:

If awarded a grant, the Undersigned hereby agrees to all terms, conditions, requirements and amendments in this request for grant application and any written exceptions, as accepted by the Arizona Early Childhood Health and Development Board in the application.

APPLICANT OFFER

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Federal Employer Identification No.:

Name: _____

Phone: _____ Fax: _____

E-Mail: _____

Name of Applicant

Signature of Person Authorized to Sign Offer

Address

Printed Name

City State Zip

Title

CERTIFICATION

By signature in the Offer section above, the applicant certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99-4 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

ACCEPTANCE OF APPLICATION

The Application is hereby accepted. The Applicant is now bound to perform as stated in the Applicant's grant application as accepted by the Arizona Early Childhood Development and Health Board and the Request for Grant Application document, including all terms, conditions, requirements, amendments, and/or exhibits.

This grant shall henceforth be referred to as Grant No. _____.

Arizona Early Childhood Development and Health Board,
Award this day _____ of _____, 20____.

Jeanne Weeks, Grants and Contracts Procurement Specialist

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What is the Arizona Early Childhood Development and Health Board (First Things First)?

In November 2006, Arizona voters passed Proposition 203, also known as **First Things First**, a citizen's initiative that funds quality early childhood development and health at the state and local level. The Proposition created a new state level board known as the Arizona Early Childhood Development and Health (AzECDH) Board, also known as the Board for First Things First, and the Regional Partnership Councils.

First Things First Mission

The mission of First Things First is to increase the quality of, and access to, early childhood programs that will ensure a child entering school arrives healthy and ready to succeed. This mission will principally be achieved through regional grants tailored to the specific needs and characteristics of the communities that the regions serve with a focus on demonstrating improved outcomes around First Things First's six goal areas given the challenges the regions face. This mission also is accomplished through statewide initiatives that have been prioritized by the Board of First Things First.

This statewide policy and regional perspective are critical to the success of the First Things First mission. Early childhood development and health system initiatives from First Things First will be coordinated through statewide initiatives and regional priorities. This Request for Grant Application (RFGA) represents a statewide initiative moving to implementation and a potential connection to regional opportunities as the regional priorities are established.

First Things First Goal Areas

The First Things First initiative specifies that programs undertaken by the AzECDH Board and the Regional Partnership Councils are to accomplish one or more of the following Goal Areas:

- Improve the quality of early childhood development and health programs.
- Increase the access to quality early childhood developmental and health programs.
- Increase access to preventive health care and health screenings for children through age five.
- Offer parent and family support and education concerning early childhood development and literacy.
- Provide professional developmental and training for early childhood development and health providers.
- Increasing coordination of early childhood development and health programs and provide public information about the importance of early childhood developmental and health.

What is the Funding Source?

The First Things First Initiative provides for the distribution of funding through both statewide and regional grants.

The Statewide Program Account of the Early Childhood Development and Health Fund is the funding source for this RFGA. This RFGA is specifically dedicated to funding statewide programs. Statewide programs are considered those to be implemented across regional boundaries and are designed to benefit Arizona's children as a whole.

At a later date, Regional Partnership Councils may opt to provide additional funds for this initiative to expand services included in this scope of work for specified Regional Partnership Council boundaries.

Who is Eligible to Apply for this Funding Opportunity?

Pursuant to Arizona Revised Statute 41-2701, "Grant" means the furnishing of financial or other assistance, including state funds or federal grant funds, by any state governmental unit to any "person" for the purpose of supporting or stimulating educational, cultural, social or economic quality of life. "Person" means any corporation, business, individual, committee, club or other organization or group of individuals.

The applicant must demonstrate successfully the ability to meet the requirements described in this RFGA.

What is the Total Funding Amount Available in this Request for Grant Application?

This is a seven (7) month contract with an option for renewal for two additional 12-month periods. Total funds available for the Coaching and Incentives Contract will not exceed \$2,400,000 (\$1,100,000 for Coaching and \$1,300,000 for incentives) for the first funding period and \$2,350,000 in incentives and \$1,800,000 in Coaching for each of the remaining two years (\$10,700,000 total for the entire term of this project). Contract renewal will be contingent upon satisfactory contract performance, evaluation and availability of funds.

What Will This Request for Grant Application Fund?/Scope of Work

First Things First will fund the successful applicant(s) to implement components of a comprehensive quality improvement and rating system (QIRS) for Arizona's early care and education community serving children birth through age five. The system developed for Arizona is named "Quality First!". Quality early care and education is a national issue critical to long-term success for Arizona's children. The importance of quality, affordable care has received increased attention in national discourse and focused efforts in Arizona. Research continues to identify several interwoven factors that affect the quality of care children receive and the impacts on their development and long-term education and health.

First Things First has developed Quality First! to include the following components:

- Assessment of early care and education centers and homes (RFGA # FTF-STATE-09-QUAL-0001-00)

- Coaching and consultation to assist centers and homes to improve their level of quality (RFGA # FTF-STATE-09-QUAL-0002-00)
- Incentives to achieve stated quality improvement goals (RFGA # FTF-STATE-09-QUAL-0002-00)
- Specific linkages with the First Things First T.E.A.C.H. (Teachers Education and Compensation Helps) program to promote professional development
- Specific linkages with the First Things First Child Care Health Consultation (CCHC) program
- Assignment of ratings for child care centers and homes (to be implemented in 2010)

Coaching and Incentives

The goal of this funding opportunity is to provide on-site, assets-based coaching and consultation to early care and education centers and homes enrolled in Quality First!. Funding through this opportunity will cover costs associated with providing an initial orientation, development of a Quality Improvement Plan (QIP), on-going coaching based on the Quality Improvement Plan, planning for and distribution of Quality Improvement Grants and distribution of incentives.

In addition, the Coaching component funding opportunity is designed to dovetail seamlessly with the unique needs and recommendations produced by the initial and ongoing assessment conducted at each participating center or home. The Assessment component of Quality First! will be completed by the successful Applicant of RFGA # FTF-STATE-09-QUAL-0001-00. The successful Applicant(s) of this RFGA must collaborate with the administrator of the Assessment component. First Things First will be responsible for the enrollment of centers and homes into Quality First! and will then share enrollee information with the successful Applicant(s) of this RFGA. First Things First will also consider change of licensure or certification status a factor that may prohibit continued participation in Quality First! First Things First will also begin to assign ratings of quality beginning in 2010.

The successful Applicant(s) are also required to collaborate directly with and refer participating center and home providers to the First Things First T.E.A.C.H. program (Teachers Education and Compensation Helps) for scholarship opportunities. The successful Applicant(s) will also make referrals to the First Things First Child Care Health Consultation system and will coordinate and collaborate with CCHC system in working with settings to meet their QIP.

See **Flow Chart A** that depicts the components of Quality First! and how the components are interdependent.

Desired outcomes of this funding opportunity include improved quality of early care and education through collaboration between the Coaches and the providers enrolled in Quality First!. The successful Applicants will accomplish this through the development and assisting with the implementation of a QIP based on initial assessment results. QIPs will include specific goals desired and timetables to achieve them. The format of the QIP will be developed in

partnership with First Things First to ensure consistency. Successful Applicant(s) will be required to document progress toward enrolled centers' and homes' successful implementation of the QIP and achievement of goals contained therein.

In addition to the development of a QIP for each Quality First! enrolled setting, successful Applicant(s) should be able to deliver coaching on a variety of topics including, but not limited to, general early childhood development and health, including children with disabilities and mental health needs. Applicants may propose linking with specialized consultants but should be specific as to how this will be accomplished. Developing partnerships with organizations that already have the capacity to deliver specific coaching is encouraged, as is cross-training of Coaches to expand the pool of experienced, knowledgeable Coaches throughout the state.

Successful Applicant(s) will demonstrate a willingness to work with each participating center or home and maximize funding to deliver technical assistance in the most meaningful, efficient manner. Although individual coaching may be necessary in many cases, Applicant(s) should be aware that, with limited funding, designing innovative delivery methods should be a high priority.

A First Things First workgroup of stakeholders has developed minimum qualifications for Quality First! Coaches and Coaching Supervisors that must be considered and complied with by successful Applicants in hiring staff for this project (See Exhibits A and B). First Things First has determined an average ratio of one Supervisor for ten (10) Coaches and an average caseload of 15 sites per full-time Coach. Some flexibility to these ratios may be allowed if it is well-justified.

Successful Applicant(s) of this funding opportunity will also be responsible for the administration of Quality First! incentives to participating early care and education centers and homes based upon an approved Quality Improvement Grant. Rates for three types of incentives have been determined by First Things First and include an Enrollment Incentive, Program Improvement Grants and Quality Improvement Awards (See Exhibit C). Centers and homes enrolled in Quality First! are eligible for an Enrollment Incentive upon successful completion of enrollment and program orientation. Coaches will assist centers and homes in determining the best use of the Program Improvement Grant Funds based on the QIP. In addition, Coaches will assess whether or not identified goals in the QIP have been achieved by a predetermined date; this will in turn determine the centers or homes' eligibility to receive the Quality Improvement Awards.

Funding under this component will be used for reimbursement of incentive awards made to enrolled centers and homes to administer and track the incentives component. Additional elements for incentives will be established through the Quality First! Advisory Group.

Successful Applicant(s) will be required to participate on the Quality First! Advisory Group to develop tools, templates, standard procedures and other key operational and training requirements. In addition, successful Applicants will be required to travel to the Phoenix First

Things First Office at least five times during the first contract period for initial orientation and training on the Information Technology System, Evaluation Requirements and on-going regular training and technical assistance. The mileage cost of attending these trainings should be reflected in the Applicant's budget.

Bonus Points: Successful Applicant(s) should demonstrate an ability to work closely with supporting agencies such as the Arizona Department of Economic Security, Arizona Department of Health Services and Arizona Department of Education as well as community health and assistance agencies that work with early care and education centers and homes. These supporting agencies—particularly those active in the regulatory environment—will need continuous updates on program milestones and successes as well as training on the nature of the Quality Ratings and how implementation can be expanded within the regulated child care community. Up to a 10% bonus will be added to the scores of Applicants that describe successful collaboration plans and efforts.

Estimated Enrollees and Cost

Upon award of this contract, a total of 200 early care and education centers and 100 early care and education homes will be enrolled based on First Things First established criteria as part of the statewide funding initiative. Beginning July 1, 2009, First Things First Regional Partnership Councils across the state have the opportunity to dedicate their regional funding to enroll additional centers and homes into the Quality First! system. The successful Applicant(s) must have the capacity to complete the contract deliverables described herein for 300 centers and homes (statewide funding initiative), as well as any additional regionally based enrollees, to be determined on an annual basis. The contracts between the successful Applicant(s) and First Things First will be amended as needed to allow for additional funding for new enrollees based on Regional Partnership Council priorities and approved funding plans.

The Coaching and Incentives Components have been estimated on a per child care center/per child care home basis. Applicants should consider this cost estimate based on the potential initial Quality First! enrollees in the Regional Areas to be served (see Number of Awards section below). Definitions of Small, Medium & Large Care Centers are found in Exhibit C.

Estimated Costs (includes 10% indirect/administrative costs):

- Child Care Home – \$871/month
- Small Child Care Center – \$1,267/month
- Medium Child Care Center – \$1,475/month
- Large Child Care Center - \$1,892/month

Administrative or Indirect Costs

Administrative or Indirect costs necessary under this funding opportunity will be considered and are limited to no more than 10% of the total line item budget. The funding requested for Incentives is not subject to administrative/Indirect Costs and should not be included in the calculation of the 10% allowable administrative/indirect costs. More information about

Administrative and Indirect costs is found in the requirements for an applicant's budget narrative (Attachment G).

Number of Awards

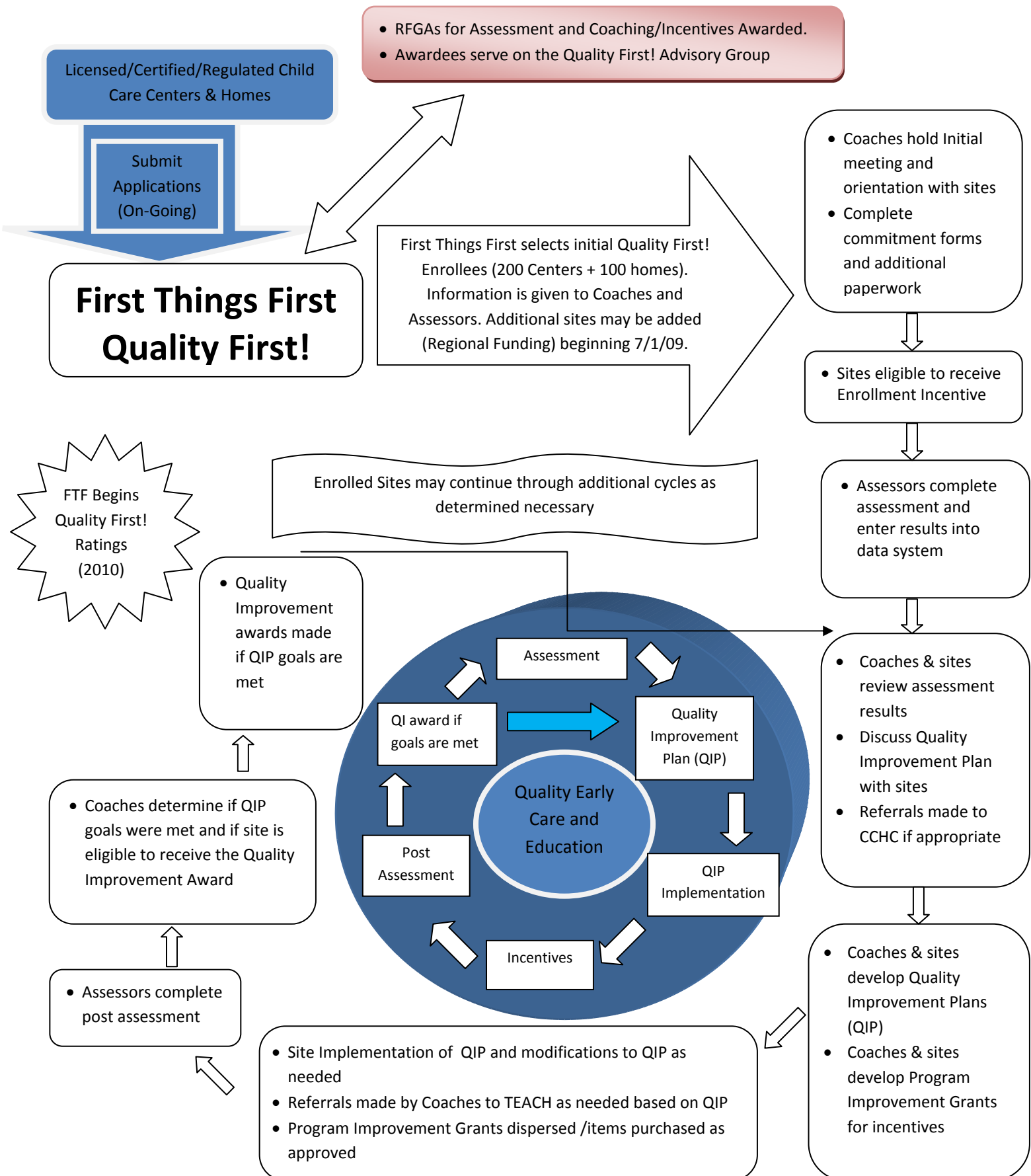
It is anticipated that between one and five awards will be made for this RFGA. Applicants must implement the Coaching and Incentives component of Quality First! within at least one First Things First geographically defined Regional Area (except in the Phoenix/Yavapai and Maricopa Regional Areas, both must be served). Applicants may also choose to apply to implement the Coaching and Incentives components within more than one or all of the Regional Areas. Regional Areas are determined by groups of First Things First Regional Partnership Councils. See Exhibit D for a list of Regional Partnership Councils within the Regional Areas of service for this RFGA. Applicant(s) shall provide the coaching and incentives components of Quality First! To the entire Regional Area proposed to be served.

Regional Area to be served:	<u>*Estimated</u> number of initial participating child care centers per Regional Area:	<u>*Estimated</u> number of initial participating child care homes per Regional Area:	<u>**Maximum</u> Funding based on estimated number of participants x 7 month contract period:
Central East Regional Area	Small Child Care Centers – 6 Medium Child Care Centers – 6 Large Child Care Centers – 2	Child Care Homes - 12	\$214,774.00
Phoenix/Yavapai Regional Area and Maricopa Regional Area	Small Child Care Centers – 40 Medium Child Care Centers – 42 Large Child Care Centers – 27	Child Care Homes - 31	\$1,334,725.00
Northeast Regional Area	Small Child Care Centers – 6 Medium Child Care Centers – 11 Large Child Care Centers – 2	Child Care Homes - 6	\$229,817.00
Southeast Regional Area	Small Child Care Centers – 17 Medium Child Care Centers – 22 Large Child Care Centers – 6	Child Care Homes - 40	\$701,148.00
West Regional Area	Small Child Care Centers – 6 Medium Child Care Centers – 8 Large Child Care Centers - 1	Child Care Homes - 13	\$228,277.00

*Estimations are based on the percentage of each type of provider in each Regional Area compared with the state's total. Enrollees may vary depending on applications received by First Things First.

****Maximum funding per month is an average cost (when all Regional Areas are added together, the first seven months' cost exceeds the available funds). It is not expected that the monthly cost per setting will reach the maximum in the first contract period, as it is unlikely that enrolled sites will complete Quality Improvement Plan goals and therefore will not be eligible for many of the incentives during the first seven months. Applicants should adjust their budget to account for expected results during the first seven months.**

Quality First! Flow Chart A



How Will Applications be Evaluated?

The review committee will evaluate applications and select those for an award based on the following criteria:

- Capacity for Addressing Needs (30%)
- Addressing Goals and Key Measures (5%)
- Strategies (5%)
- Implementation (30%)
- Budget (20%)
- Evaluation Plan (10%)
- Collaboration Bonus (up to 10% bonus)

Those applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. §41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

How to Respond to the Scope of Work/Complete an Application:

Executive Summary (required – 1 page and will not be evaluated)

1. Provide a one (1) page narrative overview of the project that includes a brief summary of the program or strategy, how it will be implemented, and the applicant's capacity to implement this program and how success will be measured.

Capacity for Addressing the Needs (30%)

This component creates a foundation for the proposal by focusing on: meeting the needs and building on assets defined by First Things First; the targeted individuals or groups to be reached; other individuals or groups who will play a role in the development or implementation of the program; and the capacity of the applicant to meet the need and deliver the services.

2. Based on the stated needs and assets and the target population defined by Scope of Work (Early Care and Education Settings), please describe your organization's professional knowledge of the target population.
3. Complete the First Things First standard data collection form (Attachment A).
4. Describe your organization's capacity to meet the requirements described in the Scope of Work. Provide examples of experience in implementing related programs and the outcomes of those programs. It should be noted that past performance on any grants may be taken into consideration in evaluation of your proposals. (Applicant's Experience, Attachment B.)

5. In order to implement the program, strategy, or approach what capacity building will be needed? This may include additional resources, establishing or strengthening relationships with consultants or providers, and necessary equipment.
6. Based on the Regional Partnership Council's ability to expand these services within regional areas beginning in July 2009, please describe your organization's ability to increase services as necessary to meet all future additional service request needs of the Regional Partnership Councils.
7. Describe staff accountabilities and qualifications (Attachment C). List how much time each person will spend on the project. In addition, attach resumes for key individuals involved in the project or job descriptions for positions to be filled. Further, describe how staff recruited to provide assessment or coaching will be culturally and linguistically responsive to the settings in which they work.
8. Provide an organization chart for the project.

Collaboration (Up to 10% Bonus)

9. Who are the other individual groups, organizations, or other key stakeholders will be involved in the development and/or implementation of the proposed project? You must attach letters of support or Memoranda of Understanding for each proposed partner describing the role and responsibilities for the success of the project.

Addressing the Goal Area, Goal and Key Measures (5%)

This component captures the broad statements of intent (Goals) and the more specific Key Measures for these Goals. First Things First has identified fifteen Goals within six Goal Areas and Key Measures that align directly with Goals and indicate what we want to change. For more information on First Things First Goal Areas, Goals and Key Measures, please visit

<http://azftf.gov/ecdh/Focus/Focus.asp>

This Request for Grant Application is seeking applicants to address these specific Goals and Key Measures:

- First Things First **Goal Area** to be addressed as prioritized by the Board of First Things First:
 - **Quality and Access**
- First Things First **Goal** to be addressed as prioritized by the Board of First Things First:
 - **First Things First will improve access to quality early care and education programs and setting**
- First Things First **Key Measures** to be addressed as prioritized by the Board of First Things First:
 - **Total number of early care and education programs participating in the QIRS system**
 - **Total number of children enrolled in early care and education programs participating in the QIRS system.**

- **Total number and percentage of early care and education programs participating in the QIRS system with a high level of quality as measured by an environmental rating scale**
 - **Total number and percentage of early care and education programs participating in the QIRS system improving their environmental rating score**
10. Demonstrate your understanding of the Goal Area, Goal and Key Measures identified for the project by describing your organization's prior experience addressing similar goals and key measures. Please describe how the Goal Area, Goal, and Key Measures will be improved by the project.

Strategies and Approaches (5%)

This component identifies and describes the First Things First strategy and the Applicant's program or approach chosen to reach the stated Goals and Key Measures. First Things First has identified 32 strategies for implementation over the next three to five years.

The strategy selected for this Request for Grant Application is:

- **Establish and implement a comprehensive quality improvement and rating system to improve quality across early childhood education and care settings utilizing public and private funding and resources to develop the statewide infrastructure.**

11. Describe the applicant's knowledge of how the proposed strategy will meet the selected Goal Area, Goal, and Key Measures.

Implementation

This component focuses on the steps that must be taken to put the strategy into action. It should include all the elements that will be required to operationalize the program.

Implementation Activities (30%)

12. Sequentially list the activities needed to implement the strategy including timelines and responsibilities (Attachment D).
13. Describe any anticipated barriers to implementation and your plans to overcome those barriers.
14. In addition to the training to be determined through the Quality First! Advisory Group, please describe any additional training that might be needed for existing and/or new staff. Describe how and when this training will be delivered and how the training will enhance professional development of staff specific to this project. This should be included in the implementation plan (Attachment D).
15. List all activities related to the supervision of Coaches including a timeline for reliability checks.

Resources and Budget (20%)

Each attached budget form is provided as an example to ensure that the line item budget and budget narrative provide a clear and concise explanation of the methods used to determine the amounts for each line item in the proposed program budget. All budget forms must be signed by an authorized agency representative.

16. Submit the Funds Requested Form (Attachment E)
17. Submit the Line Item Budget (Attachment F)
18. Submit the Budget Narrative (Attachment G)
19. Submit the Disclosure of Other Funding (Attachment H). This list should include all other sources of funding currently received from other State or public agencies, Federal agencies, non-profit organizations and other sources that will be applied to the proposed program.
20. Describe your organization's business management system by completion of the Financial Systems Survey. Attach a Financial Systems Survey (Attachment I) to capture basic financial system/operational information to assess financial capacity early in the process.

The following applies to requested funds:

- List all resources that will be needed to implement the strategy described. These financial resources may involve costs for personnel, fringe benefits, training, supplies, space, equipment, computer equipment necessary to enter data into the FTF data system, etc.
- Funding shall be limited to those items specifically listed in the proposed budget. Total funding may not be modified following award of the grant/contract. Requests for line item modifications, which do not change the total program funding, shall be requested in writing and shall only be made following receipt of written authorization from the Arizona Early Childhood Development & Health Board.

Evaluation Plan (10%)

This component will address questions about how the program is working and what can be done to make the program more effective. The evaluation should be directly connected to the Goals, Key Measures, and the Performance Measures and should determine the extent to which the program has accomplished the stated goals and outcome objectives. The evaluation should also measure program fidelity by assessing which activities were implemented and the quality, strengths and weaknesses of the implementation. All grants awarded will be required to work with the First Things First Evaluation efforts.

Performance Measures are defined by First Things First to determine the key impacts of the strategies, programs and approaches being implemented. Performance Measures for purposes of this RFGA are as follows:

- A. At least 90% of initial orientation and observation sessions are conducted within 10 days of enrollment in Quality First!

- B. At least 90% of Quality Improvement Plans are completed within 45 days of completed assessment
- C. At least 90% of Quality First! participants receive a documented twice monthly on-site visits
- D. At least 80% of Quality First! participants achieve their annual Quality Improvement Plan goals
- E. At least 80% of quality incentives funds are expended in a timely manner that is directly related to Quality Improvement Plan goals
- F. At least 80% of Quality First! participants rate the Coach highly on the COACH Survey developed by FTF

Applicants must include a plan for evaluation by completing the following questions.

- 21. Describe any additional Performance Measures that will be collected during the implementation of the proposed strategy.
- 22. If modifications are being made to the Performance Measures (i.e. numbers served, specific target population, etc), rewrite the performance measures with incorporated modifications.
- 23. Who will have overall responsibility for the data collection and reporting? Be sure to include this person in your Key Personnel Overview (Attachment C).
- 24. How will the required data be collected? Describe how you will ensure that data entered into the First Things First web-based database after it has been collected is timely and accurate? What procedures will be in place to assure the quality of your data (e.g. training for data collectors, data collection forms, timeliness for administering tools, etc)?
- 25. What resources (e.g. personnel, supplies, computer, etc) will be needed to complete necessary activities related to the quality data input and data collection of the program? The funds dedicated to evaluation should be reflected in the budget.

Quality Improvement

- 26. Describe the plan to use the results of the First Things First evaluation to improve the quality of Coaching throughout the duration of this grant.

Instructions to Applicants (*See Exhibit E for definition of terms.*):

A. Inquiries

- 1. Duty to Examine. It is the responsibility of each Applicant to examine the entire RFGA, seek clarification in writing (inquiries), and examine its' application for accuracy before submitting the application. Lack of care in preparing an application shall not be grounds for modifying or withdrawing the application after the Application due date and time, nor shall it give rise to any Contract claim.
- 2. RFGA Contact Person. Any inquiry related to an RFGA, including any requests for or inquiries regarding standards referenced in the RFGA shall be directed solely to the RFGA contact person. The Applicant shall not contact or direct inquiries concerning this RFGA to any other

State employee unless the RFGA specifically identifies a person other than the RFGA contact person as a contact.

3. Submission of Inquiries. The Grants and Contracts Procurement Specialist identified in this RFGA, the contact for inquiries except at the Pre-Application Conference, requires that an inquiry be submitted in writing. Any inquiry related to the RFGA shall refer to the appropriate RFGA number, page and paragraph. Do not place the RFGA number on the outside of the envelope containing that inquiry, since it may then be identified as an Application and not be opened until after the Application due date and time. Electronic inquiries are acceptable. First Things First shall consider the relevancy of the inquiry but is not required to respond in writing.
4. Timeliness. Any inquiry or exception to the RFGA shall be submitted as soon as possible and should be submitted at least seven days before the application due date and time for review and determination by First Things First. Failure to do so may result in the inquiry not being considered for an RFGA Amendment.
5. No Right to Rely on Verbal Responses. An Applicant shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the RFGA.
6. RFGA Amendments. The RFGA shall only be modified by a formal written RFGA amendment. Formal written amendments are posted on the First Things First website, www.azftf.gov. It is the sole responsibility of the Applicant to check the website regularly.
7. Pre-Application Conference. A Pre-Application Conference has been scheduled for this RFGA for September 26, 2008 at 1:00pm – 3:00pm at First Things First, 4000 N. Central Ave., Suite 800, 8th floor Board Room in Phoenix, Arizona. Applicants should raise any questions about the RFGA at that time. The Pre-Application Conference will clarify the contents of the RFGA in order to prevent any misunderstanding of First Things First's position. Any doubt as to the requirements of the RFGA or any apparent omission or discrepancy should be presented to First Things First at the Conference. An Applicant may not rely on any verbal responses to questions at the Conference. Material issues raised at the Conference that result in changes to the RFGA shall be answered solely through a formal written RFGA amendment. **Attendance at the Pre-Application Conference is strongly encouraged, but not mandatory.**
8. Persons with Disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the RFGA contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.

B. Application Preparation

1. Forms. No facsimile or electronic mail Applications shall be accepted. An Application shall be submitted using the forms provided in this RFGA or on their substantial equivalent. Any substitute document for the forms provided in this RFGA must be legible and contain the same information requested on the forms, unless the RFGA indicates otherwise.
2. Technical Requirements. Applications will be reviewed initially for compliance with technical requirements. Noncompliance with these requirements may result in the Application being deemed non-responsive, and therefore, not susceptible to award.
 - Responses should be typed, single-spaced with one-inch margins or wider with a twelve (12)-point font used.
 - Applications are not to be bound in spiral binders or in 3-ring notebooks. Please submit your Applications either stapled in the upper left-hand corner or use a binder clip.
 - Applications should be single sided, NOT duplexed.
 - Number all pages and include a table of contents that follows the underlined categories in the “How to Respond to the Scope of Work/Complete an Application” Section. Enclose one (1) original (clearly marked “ORIGINAL”) and five (5) additional copies.
 - All Attachments/Exhibits must be completed as instructed.
 - The organization name and the Request for Grant Application Number (FTF-STATE-09-QUAL-0002-00) must be clearly marked on the outside of the sealed envelope/package.

Please refer to the Checklist on Page 36 to verify inclusion of all required documentation and use of the proper format.

3. Evidence of Intent to be Bound. The Applicant Offer and Acceptance Form within the RFGA shall be submitted with the Application and shall include a signature by a person authorized to sign the Application. The signature shall signify the Applicant’s intent to be bound by the Application and the terms of the RFGA and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of an intent to be bound, such as an original signature, shall result in rejection of the Application.
4. Exceptions to Terms and Conditions. All exceptions included with the Application shall be submitted in a clearly identified separate section of the Application in which the Applicant clearly identifies the specific paragraphs of the RFGA where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically accepted by the Grants and Contracts Procurement Specialist in a written statement. The Applicant’s preprinted or standard terms will not be considered by First Things First as a part of any resulting Contract. All

exceptions that are contained in the Application may negatively affect First Things First's proposal evaluation based on the evaluation criteria stated in the RFGA or result in rejection of the Application.

5. Subcontracts. Applicant shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Application.
6. Cost of Application Preparation. First Things First will not reimburse any Applicant the cost of responding to an RFGA.
7. RFGA Amendments. Each RFGA Amendment shall be signed with an original signature by the person signing the Application, and shall be submitted no later than the Application due date and time. Failure to return a signed copy of a RFGA Amendment may result in rejection of the Application.
8. Additional materials. Additional materials such as promotional brochures or examples of other programs should not be submitted unless they directly relate to the information required in the Application.
9. Provision of Tax Identification Numbers. Applicants are required to provide their Arizona Transaction Privilege Tax Number and/or Federal Tax Identification number in the space provided on the Offer and Acceptance Form.
10. Disclosure. If the firm, business or person submitting this Application has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any Federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Applicant shall fully explain the circumstances relating to the preclusion or proposed preclusion in the Application. The Applicant shall include a letter with its Application setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.
11. RFGA Order of Precedence. In the event of a conflict in the provisions of this RFGA, the following shall prevail in the order set forth below:
 - 11.1 First Things First Special Terms and Conditions;
 - 11.2 State of Arizona Uniform Terms and Conditions;
 - 11.3 Scope of Work;
 - 11.4 Attachments;
 - 11.5 Exhibits;
 - 11.6 Instructions to Applicants;

11.7 Other documents referenced or included in the RFGA.

C. Submission of Application

1. Sealed Envelope or Package. One (1) original (clearly marked "original") Application and five (5) copies shall be submitted to the submittal location identified in this RFGA. Applications must be submitted in a sealed envelope or container. The envelope or container should be clearly identified with name of the Applicant and RFGA number. First Things First may open envelopes or containers to identify contents if the envelope or container is not clearly identified.
2. Late Applications. An Application submitted after the exact Application due date and time shall be rejected. Applications **must** be received by First Things First at the designated due date and time.
3. Application Amendment or Withdrawal. An Application may not be amended or withdrawn after the Application due date and time except as otherwise provided under applicable law.
4. Application Opening. Applications shall be opened publicly at the time and place identified in this RFGA. The name of each applicant shall be read publicly and recorded.
5. Disqualification. An Applicant (including each of its' principals) who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall have its application rejected.
6. Public Record. All Applications submitted and opened are public records and must be retained by First Things First. Applications shall be open to public inspection no later than 30 days after Contract award pursuant to ARS §41-2702 (E), except for such Applications deemed to be confidential by First Things First. If an Applicant believes that information in its Application should remain confidential, it shall indicate as confidential the specific information and submit a statement with its Application detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. First Things First, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in A.R.S. §41-2611 through §41-2616.
7. Application Acceptance Period. Applications shall be irrevocable for 120 days after the RFGA due date and time.
8. Non-collusion, Employment, and Services. By signing the Offer and Acceptance Form, the Applicant certifies that:
 - a. The Applicant did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Application; and

- b. The Applicant does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.
9. Budget Limitations. In the event that the applications received exceed the budget limitations, First Things First reserves the option to request a reduction in the scope of the applicant's proposed program. If such an option is exercised by First Things First, funds shall be awarded according to the priority scores. Revised budget documents will be required. First Things First reserves the right to award contracts for less than the proposed amount.
10. Waiver and Rejection Rights. Notwithstanding any other provision of the RFGA, the State reserves the right to:
- 10.1 Waive any minor informality;
 - 10.2 Reject any and all Applications or portions thereof; or
 - 10.3 Cancel the RFGA.

D. Award

- a. Multiple Awards. In order to ensure adequate coverage of First Things First requirements, multiple awards may be made.
- b. Contract Inception. An Application does not constitute a Contract nor does it confer any rights on the Applicant to the award of a Contract. A Contract is not created until the Application is accepted in writing by the First Things First designee's signature on the Offer and Acceptance Form. A notice of award or of the intent to award shall not constitute acceptance of the Application.
- c. Effective Date. The effective date of this Contract shall be the date that the First Things First designee signs the Offer and Acceptance form or other official contract form, unless another date is specifically stated in the Contract.

E. Protests.

- 1. A protest shall comply with and be resolved according to A.R.S 41-2611 Protests shall be in writing and filed with the Executive Director, AzECDH. A protest of an RFGA shall be received by the Grants and Contracts Procurement Specialist before the Application due date. A protest of a proposed award or of an award shall be filed within ten (10) days after the protester knows or should have known the basis of the protest. A protest shall include:
 - 1.1 The name, address and telephone number of the protester;
 - 1.2 The signature of the protester or its representative;
 - 1.3 Identification of the RFGA or Contract number;
 - 1.4 A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
 - 1.5 The form of relief requested.

F. Comments Welcome

1. First Things First periodically reviews the Instructions to Applicants and welcomes any comments you may have. Please submit your comments to the Grants and Contracts Procurement Specialist, grants@azftf.gov

FIRST THINGS FIRST SPECIAL TERMS AND CONDITIONS

1. Term of contract. The term of the contract shall commence December 8, 2008 and shall remain in effect until June 30, 2009.
2. Contract Renewal. This Contract shall not bind nor purport to bind First Things First for any contractual commitment in excess of the original contract period. First Things First shall have the right, at its sole option, to renew the contract for two (2) one-year periods or a portion thereof. Contract awards may be increased, decrease, or not renewed based on evaluation, programmatic and fiscal performance and the availability of funds. If First Things First exercises such rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period.
3. Reporting. Grantees shall submit a minimum of quarterly programmatic progress reports due by the 20th of the month following the quarter and will submit evaluation data reports and enter data into the FTF data system as determined by FTF evaluation staff. Failure to submit timely reports will result in suspension of reimbursement. The report shall contain such information as deemed necessary by First Things First.

Programmatic reports and requests for program and budget changes must be sent to:

Quality First!

First Things First

4000 N. Central Avenue, Suite 800

Phoenix, AZ 85012

4. Reimbursement/Payment. The Grantee shall be paid on a cost-reimbursement basis, at a maximum of monthly or a minimum of quarterly for those items submitted and approved in the budget inclusively. Reimbursement requests shall be submitted monthly or quarterly. **Grantee shall submit a final reimbursement request for expenses obligated prior to the date of contract termination no more than forty-five (45) days after the contract end.** Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for at least sixty (60) days while awaiting reimbursements.**

Financial reimbursement requests must be sent to:

Finance – Quality First!

First Things First

4000 N. Central Avenue, Suite 800
Phoenix, AZ 85012

5. Confidentiality of Records. The Grantee shall establish and maintain procedures and controls that are acceptable to First Things First for the purpose of assuring that no information contained in its records or obtained from First Things First or from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to First Things First. Grantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Grantee as needed for the performance of duties under the contract, unless otherwise agreed to in writing by First Things First.
6. Key Personnel. It is essential that the Grantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Grantee must assign specific individuals to the key positions, when possible or submit an official position description for which candidates must qualify. **Once assigned to work under the contract, if key personnel are removed or replaced written notification shall be sent to First Things First.**
7. Orientation. A mandatory Orientation Meeting will be scheduled during the first quarter after awards are made and will provide all awarded grantees the information required to manage the contract.
8. Capital expenditures. Items over \$5,000 with a life of more than one (1) year are allowable.

STATE OF ARIZONA UNIFORM TERMS AND CONDITIONS

1. Contract Interpretation

- 1.1. Arizona Law. This Contract shall be governed and interpreted by the laws of the State of Arizona. The venue for any proceedings, actions, or suits arising from this Contract shall be in Maricopa County, Arizona.
- 1.2. Implied Contract Terms. Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- 1.3. Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, as accepted by First Things First and as they may be amended, the following shall prevail in the order set forth below:
 - 1.3.1. Special Terms and Conditions;
 - 1.3.2. Uniform Terms and Conditions;
 - 1.3.3. Statement or Scope of Work;

- 1.3.4. Exhibits/Attachments;
- 1.3.5. Documents referenced or included in the RFGA.

- 1.4. Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- 1.5. No Parole Evidence. This Contract is intended by the parties as a final and complete expression of their contract. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding.
- 1.6. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

2. Contract administration and operation.

- 2.1 Records. Pursuant to ARS §§ 35-214 and 35-215, the Grantee shall retain and shall contractually require each subcontractor to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit by First Things First at reasonable times. Upon request, the Grantee shall produce a legible copy of any or all such records.
- 2.2 Non-Discrimination. The Grantee shall comply with State Executive Order No. 99-4 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities and all applicable provisions and regulations relating to Executive Order No. 13279 – Equal Protection of the Laws for Faith-based and Community Organizations.
- 2.3 Audit. Pursuant to ARS § 35-214, at any time during the term of this Contract and five (5) years thereafter, the Grantee's or any subcontractor's books and records shall be subject to audit by First Things First and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or subcontract.
- 2.4 Financial Audit. In compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), grant sub-recipients, as prescribed by the President's Council on Integrity and Efficiency Position #6, expending Federal Grants from all sources totaling \$500,000 or more, must have an annual audit conducted in accordance with OMB Circular #A-133, "Audits of States, Local Governments and Non-profit Organizations." **If you have expended more**

than \$500,000 in federal dollars, a copy of your audit report for the previous fiscal year must be submitted with your application.

2.5 Audit Trails. Grantee shall maintain proper audit trails for all reports related to this contract. First Things First reserves the right to review all program records.

2.6 Fund Management. The Grantee must maintain funds received under this contract in separate ledger accounts and cannot mix these funds with other sources. Grantee must manage funds according to applicable regulations for administrative requirements, cost principles and audits.

The Grantee must maintain adequate business systems to comply with State requirements. The business systems that must be maintained are:

- a. Financial Management
- b. Procurement
- c. Personnel
- d. Property
- e. Travel

A system is adequate if it is: 1) written; 2) consistently followed – it applies in all similar circumstances; and 3) consistently applied – it applies to all sources of funds

2.7 Notices. All notices, requests, demands or communications by either party to this Agreement, pursuant to or in connection with this Agreement shall be in writing and shall be delivered in person or shall be sent by the United States Postal Service, certified mail, return receipt requested, to the respective parties at the following addresses:

Program:

Quality First!
First Things First
4000 N. Central Avenue, Suite 800
Phoenix, AZ 85012

Finance:

Finance - Quality First!
First Things First
4000 N. Central Avenue, Suite 800
Phoenix, AZ 85012

2.8 Advertising, Publishing and Promotion of Contract. The Grantee shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the Grants and Contracts Procurement Specialist.

2.9 Ownership of Information/Printed Material. First Things First reserves the right to review and approve all publications funded or partially funded through this contract. All publications funded or partially funded through this contract shall recognize First Things First as the funding source. First Things First shall have full and complete rights to reproduce, duplicate, disclose, perform, and otherwise use all materials prepared under this Agreement.

3. Funding/Payments

3.1. Funding. Requested funding must be submitted in an all-inclusive basis. The State will not reimburse any item other than the all-inclusive funding contained on the budget forms.

3.2. Tax Indemnification. Grantee and all subcontracts shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Grantee. Grantee shall, and require all subcontractors to hold First Things First harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

3.3. IRS Substitute W9 Form. In order to receive payment the Grantee shall have a current IRS Substitute W9 Form on file with State of Arizona, unless not required by law.

3.4. Availability of Funds for the next Fiscal Year. Funds are not presently available for performance under this contract beyond the current fiscal year. Every payment obligation of First Things First under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Contract, this Contract may be terminated by State at the end of the period for which funds are available. No liability shall accrue to First Things First in the event this provision is exercised, and First Things First shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

4. Contract changes

4.1 Amendments. Any change in the contract including the scope of work and budget described herein, whether by modification or supplementation, must be accomplished by a formal written contract amendment signed and approved by and between the duly authorized representatives of the Grantee and First Things First. Any such amendment shall specify an effective date, any increases or decreases in the Grantee's

compensation, if applicable, and entitled as an "Amendment" and signed by the parties identified in the preceding sentence. The Grantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.

4.2 Subcontractors. The Grantee agrees and understands that no subcontract that the Grantee enters into with respect to performance under this contract shall in any way relieve the Grantee of any responsibility for performance of its duties. It is highly recommended by First Things First that a Memorandum of Understanding or some other type of contract is in place between the Grantee and a Subcontractor for services to be performed, and in which a payment amount has been negotiated and approved, to avoid any misunderstanding between both parties. The Subcontract shall incorporate by reference the terms and conditions of this Contract.

4.3 Assignment and Delegation. The Grantee shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Grants and Contracts Procurement Specialist. First Things First shall not unreasonably withhold approval.

5. Risk and Liability

5.1. Indemnification. (Not Public Agency) The parties to this Contract agree that First Things First, its departments, Board and Councils shall be indemnified and held harmless by the Grantee for the vicarious liability of First Things First as a result of entering into this contract. However, the parties further agree that First Things First, its departments, Board and Councils shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence.

5.2 Indemnification Language for Public Agencies ONLY. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its' officers, officials, agents, employees, or volunteers."

5.3 Insurance Requirements. Grantee and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Grantee, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. First Things First in no way warrants that the minimum limits contained herein are sufficient to protect the Grantee from liabilities that might arise out of the performance of the work under this contract by the Grantee, its agents, representatives, employees or subcontractors, and Grantee is free to purchase additional insurance.

A. Minimum Scope and Limits of Insurance: Grantee shall provide coverage with limits of liability not less than those stated below.

a. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Blanket Contractual Liability – Written and Oral	\$1,000,000
• Fire Legal Liability	\$ 50,000
• Each Occurrence	\$1,000,000

i. The policy shall be endorsed to **include coverage for sexual abuse and molestation.**

ii. The policy shall be endorsed to include the following additional insured language: ***“The Arizona Early Childhood Development and Health Board, its departments, councils and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor”.***

iii. Policy shall contain a waiver of subrogation against First Things First, its departments, councils and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.

b. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or on-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000
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i. The policy shall be endorsed to include the following additional insured language: ***“The Arizona Early Childhood***

Development and Health Board, its departments, councils and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Grantee, involving automobiles owned, leased, hired or borrowed by the Grantee".

- ii. Policy shall contain a waiver of subrogation against **The Arizona Early Childhood Development and Health Board, its departments, councils** and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.

c. Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- i. Policy shall contain a waiver of subrogation against The Arizona Early Childhood Development and Health Board, its departments, councils and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Grantee.
- ii. This requirement shall not apply to sole proprietors: Separately, EACH Grantee or subcontractor exempt under A.R.S. 23-901, AND when such Grantee or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

d. Professional Liability (Errors and Omissions Liability)

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- i. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Grantee warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

- ii. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.
- B. **Additional Insurance Requirements:** The policies shall include, or be endorsed to include, the following provisions:
 - a. First Things First and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Grantee, even if those limits of liability are in excess of those required by this Contract.
 - b. The Grantee's insurance coverage shall be primary insurance with respect to all other available sources.
 - c. Coverage provided by the Grantee shall not be limited to the liability assumed under the indemnification provisions of this Contract.
- C. **Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to First Things First. Such notice shall be sent directly to **(First Things First, Grants and Contracts Procurement Specialist, 4000 N. Central, Ste. 800, Phoenix, AZ 85012)** and shall be sent by certified mail, return receipt requested.
- D. **Acceptability of Insurers:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A-VII. First Things First in no way warrants that the above-required minimum insurer rating is sufficient to protect the Grantee from potential insurer insolvency.
- E. **Verification of Coverage:** Grantee shall furnish First Things First with certificates of insurance (ACORD form or equivalent approved by First Things First) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- F. All certificates and endorsements are to be received and approved by First Things First before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- G. All certificates required by this Contract shall be sent directly to **(First Things First, Grants and Contracts Procurement Specialist, 4000 N. Central, Ste. 800, Phoenix, AZ 85012)**. The First Things First contract number and project description shall be noted on the certificate of insurance. First Things First reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT**

SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.

- H. **Subcontractors:** Grantees' certificate(s) shall include all subcontractors as insureds under its policies **or** Grantee shall furnish to First Things First separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- I. **Approval:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- J. **Exceptions:** In the event the Grantee or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the grantee or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

5.2 **Force Majeure.** If either party hereto is delayed or prevented from the performance of any act required in this Agreement due to acts of God, strikes, lockouts, labor disputes, civil disorder, or other causes without fault and beyond the control of the party obligated, performance of or payment for such act will be excused for the period of the delay.

5.3 **Third Party Antitrust Violations.** The Grantee assigns to First Things First any claim for cover charges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Grantee, toward fulfillment of this Contract.

6. Compliance

6.1 **Compliance with Applicable Laws.** The services supplied under this Contract shall comply with all applicable Federal, state and local laws, and the Grantee shall maintain all applicable licenses and permit requirements.

6.2 **Sectarian Requests.** Funds may not be expended for any sectarian purpose or activity, including sectarian worship or instructions

6.3 **Restrictions on Lobbying.** The Grantee shall not use these funds to pay for, influence, or seek to influence any officer or employee of First Things First or the federal government if that action may have an impact, of any nature, on this contract.

6.4 **Licenses.** Grantee shall maintain in current status all federal, state, and local licenses

and permits required for the operation of the business conducted by the Grantee.

6.5 Fingerprinting. Pursuant to ARS §41-1758 Grantee will obtain fingerprint cards and/or background checks if applicable.

This Contract may be cancelled or terminated if the fingerprint check or the certified form of any person who is employed by a provider, whether paid or not, and who is required or allowed to provide services directly to children, discloses that a person has committed any act of sexual abuse of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any criminal offenses in this state or similar offenses in another state or jurisdiction.

7. State's Contractual Remedies

7.1 Right to Assurance. If First Things First in good faith has reason to believe that the Grantee does not intend to, or is unable to perform or continue performing under this Contract, the Grants and Contracts Procurement Specialist may demand in writing that the Grantee give a written assurance of intent to perform. Failure by the Grantee to provide written assurance within the number of Days specified in the demand may be, at First Things First's discretion, the basis for terminating the Contract under the First Things First Uniform Terms and Conditions or other rights and remedies available by law or provided by the contract.

7.2 Cancellation for Failure to Perform. Failure by the Grantee to adhere to any provision of this Agreement or its Attachments in the time and manner provided by this Contract or its Attachments shall constitute a material default and breach of this Contract and First Things First may, at its option, cancel this Agreement upon prior written notice.

First Things First may issue a written ten (10) day notice of default to the Grantee for acting or failing to act including but not limited to any of the following:

- The Grantee provides personnel that do not meet the requirements of this Agreement or are of an unacceptable quality.
- The Grantee fails to perform adequately the services required in this Agreement.
- The Grantee fails to furnish the required product or services within the time stipulated in this Agreement.
- The Grantee fails to make progress in the performance of the requirements of the Agreement and/or gives a positive indication that the Grantee will not or cannot perform to the requirements of this Agreement.

If the Grantee does not correct any problem(s) within ten (10) days after receiving the notice of default, First Things First may cancel the Contract. If First Things First cancels the Contract pursuant to this clause, First Things First reserves all rights or claims to damage for breach of the Contract and the Grantee agrees to a general release in favor of First Things First for any claim for reimbursement.

- 7.3 Non-Exclusive Remedies. The rights and the remedies of First Things First under this Contract are not exclusive.

8. Contract Termination

- 8.1 Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, First Things First may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of First Things First is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Grantee receives written notice of the cancellation unless the notice specifies a later time. If the Grantee is a political subdivision of the State of Arizona, it may also cancel this Contract as provided in A.R.S. § 38-511.
- 8.2 Suspension or Debarment. First Things First may, by written notice to the Grantee, immediately terminate this Contract if First Things First determines that the Grantee has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an application or execution of a contract shall attest that the Grantee is not currently suspended or debarred. If the Grantee becomes suspended or debarred, the Grantee shall immediately notify First Things First.
- 8.3 Termination for Convenience. First Things First reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of First Things First without penalty or recourse. Upon receipt of the written notice, the Grantee shall stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to First Things First. In the event of termination under this paragraph, all documents, data and reports prepared by the Grantee under the Contract shall become the property of and be delivered to First Things First upon demand. The Grantee shall be entitled to receive just, equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.

8.4 Termination for Default. In addition to the rights reserved in the contract, First Things First may terminate the Contract in whole or in part due to the failure of the Grantee to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Grants and Contracts Procurement Specialist shall provide written notice of the termination and the reasons for it to the Grantee. Upon termination under this paragraph, all materials, documents, data and reports prepared by the Grantee under the Contract shall become the property of and be delivered to First Things First on demand. First Things First may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Grantee shall be liable to First Things First for any excess costs incurred by First Things First in procuring services in substitution for those due from the Grantee.

9. Contract Claims

9.1 Arbitration. The parties to this Contract agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (Title 41).

10. State of Arizona General Uniform Terms and Conditions

The latest edition of the Arizona Uniform General Terms and Conditions and Uniform Instructions to Applicants is incorporated into this Request for Grant Application by reference. Copies may be obtained from the Arizona State Procurement Office at (602) 542-5511 or at: <http://www.azdoa.gov/spo/documents-forms/procurement-documents>

Checklist

Use the following list to make sure your Grant Application is complete and meets the requirements specified in this request for grant applications:

- ☐ One (1) original copy marked “original”, and five (5) additional copies
- ☐ Completed and signed First Things First Offer and Acceptance form
- ☐ Table of contents
- ☐ Application including Executive Summary and response to all 26 questions
- ☐ Standard Data Collection Form is completed and attached, Attachment A
- ☐ Applicant’s Experience Attachment B
- ☐ Personnel Overview Attachment C
- ☐ Implementation Plan is completed and signed, Attachment D
- ☐ Funds Requested Page, completed and signed, Attachment E
- ☐ Line Item Budget, completed and signed, Attachment F
- ☐ Budget narrative for requested amount, completed and signed, Attachment G
- ☐ Disclosure of Other funding Sources, completed and signed, Attachment H
- ☐ Financial Systems Survey is completed and attached, Attachment I
- ☐ Page numbers are included on all pages, in sequence, twelve point font or larger and single-spaced, with one inch margins or wider.
- ☐ All documents requiring signatures should have **ORIGINAL** signatures.
- ☐ Do **NOT** bind your application in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ☐ When submitting your application, insure your organization name and the Request for Grant Application FTF-STATE-09-QUAL-0002-00 is CLEARLY marked on the outside of the SEALED envelope/package.
- ☐ It is the responsibility of each applicant to insure their application is delivered to First Things First by the due date and time, **October 27, 2008 at 3:00 p.m. Arizona MST**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc.

Attachments and Exhibits

Attachment A	Standard Data Collection Form
Attachment B	Applicant's Experience
Attachment C	Personnel Overview
Attachment D	Implementation Plan
Attachment E	Funds Requested Page
Attachment F	Line Item Budget
Attachment G	Budget Narrative
Attachment H	Disclosure of Other Funding Sources
Attachment I	Financial Systems Survey
Exhibit A	Quality First! Coach Qualifications
Exhibit B	Quality First! Coach Supervisor Qualifications
Exhibit C	Incentives
Exhibit D	Quality First! Regional Partnership Council Areas
Exhibit E	Definitions
Exhibit F	Sample Insurance Certificate

Attachment A

First Things First Standard Data Collection Form

A. Agency Information:

Program Name (if applicable) _____

Agency _____

Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

Employer Identification Number: _____

Agency Classification: _____ State Agency _____ County Government _____ Local Government _____ Schools _____ Tribal
_____ Faith Based _____ Other

Have you previously conducted business with First Things First using this EIN: **Y N?** If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your application.

<http://www.ica.state.az.us/Forms/Substitute%20Form%20W-9.pdf>

In which Congressional (Federal) District is your agency?

Enter District # _____

<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency?

Enter District # _____

<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding (from a Federal Source) will your organization expend in your current fiscal year?
\$ _____

What is your organization's fiscal year-end date? _____

Accounting Method: _____ Cash _____ Accrual

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? **Y N**

Please provide contact information of the audit firm conducting your audit:

Agency _____

Address _____

Phone Number _____

B. Proposed Program Information / Description:

Amount requested: _____

Service area of proposed program: _____

Target population of proposed program: _____

Number of participants to be served: _____

Please provide a **brief** description of the **proposed program** in 1 or 2 paragraphs.

C. Contact Information (Please copy this page as many times as needed.)

Program Agency – Indicates person with primary contact with First Things First and is directly responsible for ensuring that the program plan is implemented. All future program correspondence will be sent to **this person**.

Fiscal Agency - Indicates person responsible for financial matters pertaining to this grant.

Collaborator – Indicates all persons/agencies that have been identified as a collaborator, partner, or host site as a requirement of this grant.

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency _____

Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency _____

Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency _____

Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

Attachment B

APPLICANT'S EXPERIENCE

Name and address of organization for which the service or activity was provided
Location where services or activities were conducted
Dates the service or activity was conducted (e.g. October 2006 – September 2007)
Describe the services or activities that were provided
Describe what was achieved with the services or activities (e.g. increased knowledge among 20% of program participants, served 100 children, etc.)

Attachment C

Personnel Staff Overview

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	

***In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project.**

Attachment D

Implementation Plan

Activities	Task	Person Responsible	Date Task Will Be Completed/Timeline	Support Documentation

Attachment E

Funds Requested Page

1. The offeror must state a firm, fixed total guaranteed not-to-exceed amount of funds requested for the Quality First! Grant.

Total Funds Request per Regional Area		Regional Areas to be Served
<input type="checkbox"/>	\$	Central East
<input type="checkbox"/>	\$	Phoenix/Yavapai and Maricopa
<input type="checkbox"/>	\$	Northeast
<input type="checkbox"/>	\$	Southeast
<input type="checkbox"/>	\$	West

\$_____ Total Funds Requested

Authorized Signature_____Date_____

Job Title _____

Attachment F – Standard (No Match) Sample Line Item Budget

Coaching and Incentives

This exhibit is provided as an example only. While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e. Subgrants), Other Operating Expenses and Administrative/Indirect Costs.

Budget period: December 8, 2008 – June 30, 2009

Budget Category	Line Item	Requested Funds
PERSONNEL AND FRINGE BENEFITS		
Personnel	Janet Smith, Supervisor, 100%, 7 months	\$35,000
	Supervisor, TBD, 100%, 7 months	\$35,000
	Quality First! Coaches, 20 positions TBD, 100%, 7 months (20 x \$29,400)	\$588,000
	Sally O'Malley, Data Specialist and Incentives Specialist, 100%, 7 months	\$25,453.33
Fringe Benefits	Agency Rate (28%) - Budget narrative should provide more detailed accounting of how this rate was determined for the agency.	\$191,366.93
PROFESSIONAL SERVICES		
Professional (contracted) services	NA	\$0
TRAVEL		
Travel	<ul style="list-style-type: none"> Coaches' program related travel (1,200 miles per month x 7 months x 20 staff x state mileage rate \$.445/mile) 	\$74,760
	<ul style="list-style-type: none"> Supervisor program related travel (400 miles per month x 7 months x 2 staff x state mileage rate of \$.445 /mile) 	\$2,492
	<ul style="list-style-type: none"> Attend First Things First Orientations and trainings (Phoenix): (100 miles round trip to FTF x 5 staff vehicles x 5 meetings x state travel rate of \$.445/mile) 	\$1,112.50
SUBGRANTS		
Subgrants	NA	\$0
OTHER OPERATING EXPENSES		
Other Operating Expenses	Telephone (\$50/month x 7 months x 17 full time employees)	\$5,950
	Rent and Utilities \$1500/month x7 months (see Narrative)	\$10,500
	Office Supplies: \$150/month x 7 months	\$1,050
	Computers for Coaches/data entry (\$1000 x 16 staff members)	\$16,000
	Professional Development: \$500 per staff/year x 23 program staff	\$11,500
Subtotal Direct Program Costs:		\$998,184.77
Indirect Cost	10% of programmatic costs. Please see narrative.	\$99,818.48
INCENTIVES		
Incentives (not subject to 10% indirect cost rate)	Incentives: Estimated First 7 months = 200 centers x \$500 enrollment + 100 homes x \$250 enrollment	\$125,000
	Estimated Program Improvement Grants: 25 homes x \$3,500+25 small centers x \$7,500 + 50 medium centers x \$10,000 + 25 large centers x \$15,000)	\$1,150,000
TOTAL COST		
Total	Program total including Direct Program Costs, 10% administrative costs and incentives	\$2,373,003.24

***As shown, a line item budget justification for each component MUST be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.**

Authorized signature _____ Date _____ Job _____
 Title _____

Attachment F – Use if Listing Matching Funds

Sample Line Item Budget

This exhibit is provided as an example only. While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e. Subgrants), Other Operating Expenses and Administrative/Indirect Costs.

Budget period: December 8, 2008 – June 30, 2009

Budget Category	Line Item	Requested Funds	** Matching Funds/ Source	Total Cost
Personnel and Fringe Benefits				
Personnel				
Fringe Benefits				
Contracted Services/Professional Services				
Contract services				
Travel				
Out of State:				
In State:				
Pass Through				
Subgrants				
Supplies and Other Operating				
Supplies and Other Operating Expenses				
Subtotal Direct Program Costs:		\$	\$	\$
Administrative/Indirect Costs				
Indirect Costs		\$	\$	\$
Total		\$	\$	\$

*As shown, a line item budget justification for each component **MUST** be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.

** Matching Funds are not required, but if listed, are subject to monitoring by First Things First.

Authorized signature_____

Date_____

Job Title_____

Attachment G

Budget Narrative Explanation

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate.

Personnel: *(Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also, be sure to include the scheduled salary increases on the Budget Form.)*

Fringe Benefits: *(Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.)*

Contracted Consultant/Professional Services: *(If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. Explain how all contracts will be procured.)*

Travel: *(Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel and the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Applicants **must** use the State of Arizona Travel Policy on rates for mileage, lodging, and meals (www.gao.state.az.us/travel/).*

Pass Through/Subgrants: *(In the event that this application represents collaboration and the contract will be utilizing other subgrantees to perform various components of the program, include a list of subgrantees, programmatic work each subgrantee will perform, and how costs for each subgrantee are determined).*

Supplies and Operating Expenses: *(Explain each supply item to be purchased, how the costs were determined and justify the need for the items. Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. All purchases should be made through competitive bid or using established purchasing procedures.)*

Administrative/Indirect Costs: *(Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular program costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.)*

Option a: Administrative Costs: *with proper justification, subgrantees may include an allocation for administrative costs for up to 10% of the total direct funds requested of the grant request.*

Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and

benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.

Option B: Federally Approved Indirect Costs: *If your organization has a federally approved indirect cost rate agreement in place, grantees may include an allocation for indirect costs for up to 10% of the grant request. Applicants must provide a copy of their federally approved indirect cost rate agreement.*

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

The funding requested for Incentives is not subject to administrative/Indirect Costs and should not be included in the calculation of the 10% allowable administrative/indirect costs.

Authorized Signature_____ Date_____

Job Title_____

Attachment H

Disclosure of Other Funding Sources

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding **for the proposed program***. Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount	✓ If used for match on this grant
TOTAL:			

***This table should include only those funds that will support the program detailed in this application.**

Authorized Signature _____ Date _____

Job Title _____

Attachment I

First Things First Financial Systems Survey

Name of Applicant: _____

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

As stewards of federal and state funds, First Things First awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years? If yes, please attach a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please attach a complete copy of the most recent audited, reviewed or compiled financial statements.	<input type="radio"/> YES <input type="radio"/> NO
4. Please attach a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted	
5. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
6. If you answered YES to question #6, under what section of the IRS code? O 501 C (3) O 501 C (4) O 501 C (5) O 501 C (6) O Other. Specify: _____	
7. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly

	<input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs that account for 100% of each employee's time?	<input type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR 220, 2 CFR 225, and 2 CFR 230)?	<input type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using allocable direct charges must attach a copy of the methodology and calculations in determining those charges. Those organizations using a federally approved indirect cost rate must attach a copy of the approval documentation issued by the federal government.	<input type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<input type="radio"/> YES <input type="radio"/> NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input type="radio"/> YES <input type="radio"/> NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain a system of contract administration to ensure Grantee conformance with the terms and conditions of each contract?	<input type="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input type="radio"/> YES <input type="radio"/> NO

E. CONTACT INFORMATION

Please indicate the following information. In the event that First Things First has questions about this survey, this individual will be contacted.

Prepared By: _____

Job Title: _____

Date: _____

Phone/Fax/Email: _____

F. CERTIFICATION

I certify that this report is complete and accurate, and that the Grantee has accepted the responsibility of maintaining the financial systems.

Authorized Signature

G. COMMENT AND ATTACHMENTS

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): _____

COMMENTS:

Exhibit A –

Quality First! Coach Qualifications

The role of the coach is to engage and support early care and education programs in the quality improvement process of Quality First!, Arizona’s quality improvement and rating system.

Coaching Process:

- Dual-focus on relationships and activities
- Develop and monitor the relationship: asset-based = build on center or home’s strengths
- Guide the process through identified stages
 1. Entry: establish relationship/orientation (within 10 days of enrollment)
 2. Assessment (Coach does not perform this task)
 3. Review of assessment findings
 4. Develop improvement plan: build consensus and prioritize goals (within 45 days of completed assessment)
 5. Develop improvement grant to support improvement plan goals
 6. Implement improvement plan
 7. Monitor and evaluate progress (twice monthly on-site visits)
- Select communication strategies which maximize implementation and empowerment: attending and active listening, seeking and verifying information, encouraging, influencing, and supporting, other interpersonal skills
- Ethics and Professionalism: self, relationship issues, process issues

Key Tasks

- Problem-solving
- Use social influence
- Provide support for professional development

Education and Experience:

- Bachelor’s or master’s degree in early childhood education, child development or related field is strongly preferred
- At least 2 years full time as a teacher or primary care provider in an early care and education setting with infants, toddlers or preschoolers
- Previous experience in and/or knowledge of:
 - o Training, coaching or mentoring position in early care and education settings
 - o Child development and family dynamics
 - o Early childhood education
 - o Management in early care and education settings
 - o ADHS child care licensure
 - o Accreditation standards and systems
 - o Quality early care and education indicators

Exhibit A - Quality First! Coach Qualifications Continued

Education and Experience Continued:

- Curriculum and assessment in early childhood
- Early Learning Standards
- Adult learning principles
- Community resources
- Processes of change

Skills and Abilities:

- Interpersonal, verbal and written communication
- Training of adult learners
- Facilitation with individuals and groups
- Observation and consultation strategies
- Collaborative problem-solving
- Culturally Responsive
- Reflective listening and dialogue
- Ability to work as a team with program staff and other consultants
- Use of computer applications

Exhibit B

Quality First! Coach Supervisor Qualifications

The role of the Coach Supervisor is to provide reflective, individualized and regular supervision of Coach Staff and to engage and support early care and education programs in the quality improvement process of Quality First!, Arizona's quality improvement and rating system.

Coaching Process:

- Dual-focus on relationships and activities
- Develop and monitor the relationship: asset-based = build on center or home's strengths
- Guide the process through identified stages
 1. Entry: establish relationship/orientation (within 10 days of enrollment)
 2. Assessment (Coach does not perform this task)
 3. Review of assessment findings
 4. Develop improvement plan: build consensus and prioritize goals (within 45 days of enrollment)
 5. Develop improvement grant to support improvement plan goals
 6. Implement improvement plan
 7. Monitor and evaluate progress (twice monthly on-site visits)
- Select communication strategies which maximize implementation and empowerment: attending and active listening, seeking and verifying information, encouraging, influencing, and supporting, other interpersonal skills
- Ethics and Professionalism: self, relationship issues, process issues

Key Tasks

- Program Management
- Problem-solving
- Use social influence
- Provide support for professional development

Education and Experience:

- Bachelor's or Master's degree in early childhood education, child development or related field
- At least 2 years full time as a teacher or primary care provider in an early care and education setting with infants, toddlers or preschoolers
- Five years in experience in and/or knowledge of:
 - o Training, coaching or mentoring position with individuals or groups in applying knowledge/practice in early care and education settings
 - o Extensive supervisory experience
 - o Child development and family dynamics
 - o Early childhood education
 - o Management in early care and education settings

Exhibit B - Quality First! Coach Supervisor Qualifications Continued

- ADHS child care licensure
- Accreditation standards and systems
- Quality early care and education indicators
- Curriculum and assessment in early childhood
- Early Learning Standards
- Adult learning principles
- Community resources
- Processes of change

Skills and Abilities:

- Program management and staff supervision
- Interpersonal, verbal and written communication
- Training of adult learners
- Facilitation with individuals and groups
- Observation and consultation strategies
- Collaborative problem-solving
- Culturally Responsive
- Reflective listening and dialogue
- Ability to work as a team with program staff and other consultants
- Use of computer applications

Exhibit C: Incentives

QUALITY FIRST! – FINANCIAL INCENTIVES PLAN – RECOMMENDATIONS, August 4, 2008

INCENTIVE TYPES	DESCRIPTION	RECOMMENDED FUNDING AMOUNTS	RECOMMENDED FUNDING AMOUNTS	NOTES
		CHILD CARE CENTERS	CHILD CARE HOMES	
Enrollment Incentive	To encourage and reward enrollment.	\$500	\$250	Enrollment incentive to be awarded upon completion of Enrollment Agreement. Enrollment incentive available one time only.
Program Improvement Grants	Grants based upon needs as identified through assessment process and Program Improvement Plan	Small Centers: Enrollment up to 50 children Maximum amount of \$7,500 Medium Centers: Enrollment of 51- 150 children Maximum amount of \$10,000 Large Centers: Enrollment over 150 children Maximum amount of \$15,000	Maximum amount of \$3,500	Available a maximum of 3 times to each center or home, once for each Program Improvement Plan year. Grants may be matched with other funds from program or outside funders.
Quality Improvement Award	Achievement of Accomplished Improvement Recognition Award	\$1,000	\$500	In Quality First! Phase 1 this award will be based upon achievement of identified goals in Program Improvement Plan; (eventually these awards will be linked to Star Rating improvement)

Exhibit D: Regional Areas of Service Delivery for the Quality First! Coaching and Incentives RFGA

<u>Regional Area</u>	<u>Regional Partnership Council</u>
1. Northeast	Coconino
	Navajo/Apache
	Navajo Nation
	White Mountain Apache Tribe
2. Central East	San Carlos Apache Tribe
	Gila River Indian Community
	Salt River Pima Maricopa Indian Community
	Gila
	Pinal
	Graham/Greenlee
3. Southeast	Cochise
	Santa Cruz
	Pima Central
	Pima North
	Pima South
	Pascua Yaqui Tribe
	Tohono O'odham Nation
4. West	LaPaz/Mohave
	Yuma
	Colorado River Indian Tribes
	Cocopah Tribes
	Hualapai Tribes
5. Phoenix/Yavapai and Maricopa	Phoenix Central
	Phoenix South
	Phoenix North
	Yavapai
	Maricopa NE
	Maricopa SE
	Maricopa NW
	Maricopa SW
	Maricopa Central

For more information on the Regional Partnership Council Boundaries, please visit [http://azftf.gov/ecdh/Regional Partnership/Regional Partnership Councils.asp](http://azftf.gov/ecdh/Regional_Partnership/Regional_Partnership_Councils.asp)

Exhibit E

Definition of Terms

As used in these Instructions, Special Terms and Conditions and Uniform Terms and Conditions, the terms listed below are defined as follows:

1. *"Application"* means bid, proposal or quotation.
2. *"Applicant"* means a person who responds to a RFGA.
3. *"Attachment"* means any item the RFGA that requires an Applicant to submit as part of the Application.
4. *"Coach/ing"* means a highly skilled professional who works as a partner in a supportive, thought-provoking and creative process that inspires maximization of personal and professional potential. Coaches listen, observe and customize their approach to individual client needs. It involves the establishment and agreement of goals and mutual accountability. Work usually continues until significant progress toward the goals has been achieved.
5. *"Contract"* means the combination of the RFGA, including the Instructions to Applicants, The Uniform and Special Terms and Conditions, and the Specifications and Statement or Scope of Work; the Application and any Application Clarifications; and any RFGA Amendments or Contract Amendments.
6. *"Contract Amendment"* means a written document signed by the Grants and Contracts Procurement Officer that is issued for making changes in the Contract.
7. *"Days"* means calendar days unless otherwise specified.
8. *"Exhibit"* means any item labeled as an Exhibit in the RFGA or placed in the Exhibits section of the RFGA.
9. *"Grantee"* means any Applicant whose application has been accepted and has been awarded a Grant with First Things First.
10. *"Grants and Contracts Procurement Officer"* means the person, or his or her designee, duly authorized by First Things First to enter into and administer Contracts and make written determinations with respect to the Contract.
11. *"Inclusion"* means as a value, the right of all children, regardless of abilities, to participate actively in natural settings within their communities. Natural settings are those in which the child would spend time had he or she not a disability. These settings include, but are not limited to: home, preschools, nursery schools, Head Start Programs, kindergartens, neighborhood school classrooms, child care, places of worship, recreational (such as community playground and community events) and other settings that all children and families enjoy.
12. *"QIRS Quality Improvement and Rating System"* means a systematic approach to assess, improve, and communicate the level of quality in early care and education programs. Based upon defined program standards, these systems provide an opportunity to (1) increase the quality of care and education for children; (2) increase parents' understanding of and demand for higher quality care (consumer guide); and (3) increase professional development of early childhood providers; and (4) provide information and accountability to policymakers for funding.
13. *"Quality First!"* means Arizona's Quality Improvement and Rating System.
14. *"Quality Improvement Grants"* means financial grants to provide developmentally appropriate materials and furnishing to support the Quality Improvement Plan and improve the program quality.

15. *"Quality Improvement Plan"* means the plan to improve quality developed by the center director or home provider and the Quality Improvement Coach/Consultant, based upon the environmental and administrative assessments.
16. *"Regulated Child Care"* means a general term that covers all forms of rules that are applied to child care establishments, including: building safety approvals, fire safety approvals, licensing, funding requirements, criminal record checks, and child abuse and neglect clearances. Regulated, but not licensed establishments, would be required to meet fewer standards (as in license-exempt home providers). Informal providers are not part of regulated child care.
17. *"Research-based"* means research that is based on the neuro-biological, behavioral and social sciences that has led to major advances in understanding the conditions that influence whether children get off to a promising or worrisome start in life.
18. *"RFGA"* means an a Request for Grant Application (RFGA)
19. *"RFGA Amendment"* means a written document that is signed by the Grants and Contracts Procurement Officer and issued for making changes to the RFGA.
20. *"Standards/Regulatory Standards"* means all licensing, certification, and approved standards related to early care and education; including those criterion used by State and Tribal government agencies, and their contracted authorities; to be inclusive of all professional development standards and teacher certifications.
21. *"State"* means the State of Arizona, Early Childhood Development Board who executes the Contract.
22. *"State Fiscal Year"* means the period beginning with July 1 and ending June 30.
23. *"Subcontract"* means any Contract, express or implied, between the Grantee and another party delegating or assigning, in whole or in part, the furnishing of any service required for the performance of the Contract.
24. *"T.E.A.C.H. Teacher Education and Compensation Helps"* means a professional development scholarship program. This project gives scholarships to early childhood professionals to complete coursework in early childhood education and to increase their compensation.

Exhibit F

Sample Certificate of Insurance

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:		Company Letter:	Companies Affording Coverage:		
		A			
		B			
Name and Address of Insured:		C			
		D			
LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE		COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined			Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable)		
Same as Above			Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum			Umbrella Liability		
Statutory Limits			Workmen's Compensation and Employer's Liability		
			Other		

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date Issued: _____

Authorized Representative

**END OF REQUEST FOR GRANT
APPLICATION**

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